

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097

Payroll/Retirement Department
Office: (432) 498-4026
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**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

BOOKING CLERK
ECTOR COUNTY LAW ENFORCEMENT CENTER

The Ector County Law Enforcement Center is in need of a Booking Clerk. The position will be under the supervision of the Lieutenant and Master Sergeant.

PRIMARY DUTIES: The Booking Clerk will be responsible for processing incoming inmates and arrestee, input arrest and booking documentation, prepare inmate file, process bail bonds, fines, answering the telephone, filing and data entry; release inmates and arrestees from jail upon receipt of authorizing documentation, and other general office duties; working effectively with the public, as well as other employees within the Jail; and all other duties as assigned by the Sheriff and any other Jail administration staff.

MINIMUM QUALIFICATIONS: High School Diploma/GED; 1 year of secretarial and office or related experience along with data processing experience; ability to type 40 words per minute; ability to use 10-key by touch; be proficient in filing alphabetically and communicate effectively with the public, as well as other employees, both orally and in writing and have good telephone etiquette.

***Clerical testing will be given at the time the application has been submitted**

SALARY: \$15.00 p/h with benefits; shift work hours: 7am-7pm, 2pm-12am, 10pm-8am

DEADLINE: Until a sufficient applications have been submitted for consideration

Please apply in Human Resources Department at Ector County Annex Building, 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hire to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.